



Emergency Procedure

- Assess the nature and extent of the emergency.
- Make sure all other group members are accounted for, are safe from danger and are well looked after and that pupil mobile phones are not used until permission is given.
- Make sure that there can be no recurrence of the dangers that created the emergency.
- Render first aid and attend to the casualty(ies).
- Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital.
- Collect the remainder of the group and arrange for their return to base.
- Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.
- Contact the Headteacher, co-ordinator or designated contact person.
- Give them the following information:
 - your name;
 - nature, date and time of the incident;
 - location of the incident;
 - details of injuries;
 - names and telephone numbers of all involved;
 - actions taken so far;
 - telephone numbers for future communication. For a serious incident, try to identify alternative phone numbers as lines could become jammed.
- If the press is involved before you have time to contact base, make no comment and refer them to the Council Press Office or to the local police.

The Headteacher/designated contact person should rapidly appraise the situation. Where the incident is clearly serious he/she should immediately contact the following Lewisham Directorate of Children and Young People numbers in order:

In Office Hours:
Lewisham Council 0208 314 6000
Executive Directorate Children and Young People: 0208 314 6200

School Office Number: 020 8690 0704 School email admin@godonbrock.lewisham.co.uk 07718 405127 School Phone 1 07718 405128 School Phone 2 07889 727512 School Phone 3 07889 727515 School Phone 4 07889 727517 School Phone 5 07889 727519 School Phone 6	Parent mobile numbers: